

City of Chattanooga, TN
Personnel Class Specification
Class code 0420

FLSA: Non-Exempt

CLASSIFICATION TITLE: THERAPEUTIC RECREATION SPECIALIST SENIOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform supervisory work associated with managing therapeutic recreation program operations and activities.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Ensures compliance with all applicable laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Coordinates programs and activities with other departments, outside agencies, or others as needed; interacts with City/department staff and other local governments regarding adapted recreation programming; serves as liaison with local hospitals, rehabilitation centers, nursing homes, senior centers, and other related agencies and organizations; serves on advisory committees and consults with outside agencies to ensure that resources and services are provided for people with disabilities and limitations.

Develops and administers new/existing programs; oversees implementation of planned programs, classes, and events; evaluates programs to ensure effective delivery of adapted recreational programs and services; monitors ongoing programs/classes and scheduled events for compliance with policies/procedures and to ensure a safe and healthy environment for adaptive programs.

Develops and designs therapeutic recreational curriculum, program schedules, and instructional materials; assists program coordinators in developing and adapting program curriculum, schedules, and promotional materials to meet the needs of specific centers and program areas; plans programs and classes; allocates equipment and supplies; reviews promotional and registration materials for printing; coordinates transportation and equipment needs for programs; oversees final setup and organizational activities.

Develops calendar of events and coordinates scheduled programs/activities with other centers/facilities.

Coordinates daily functions of adapted fitness, recreation, sports, and other leisure programming; provides in-service training on disability awareness and sensitivity issues for staff, groups, and individuals.

Conducts assessments of physical, mental, emotional, and social functioning of individuals to determine needs and abilities; enables individuals to become more informed and active partners in their health care through use of activity and leisure to cope with the stress of illness or disability; assists individuals in managing their disabilities to achieve/maintain optimal levels of independence and productivity.

Adapts activities and provides adaptive equipment to enable individuals with disabilities or limitations to participate in existing recreation programs whenever possible.

Serves as advocate for individuals with disabilities; addresses issues such as limited transportation resources and legislation which impacts individuals with physical limitations.

Recruits and supervises contract instructors and volunteers to conduct classes and programs; provides direction and assistance to City staff and volunteers in planning/conducting therapeutic arts/crafts classes, swimming programs, fitness classes, youth camps, sports leagues, and other programming activities.

Develops and implements budget for area of assignment; monitors expenditures to ensure compliance with approved budget.

Seeks grants and funding opportunities; researches foundations; writes grant proposals; administers grants for documented evaluation, budget, cash flow, and reporting.

Compiles/monitors statistical data pertaining to department operations; analyzes data and identifies trends; summarizes data and prepares reports.

Performs administrative tasks; develops work schedules to ensure adequate coverage during programs, classes, and special events; reviews and approves time cards and leave requests; reviews and approves expenditure and revenue reports and other administrative documents.

Oversees maintenance and storage of program records, registration materials, rosters, and other documentation.

Prepares or completes various forms, reports, correspondence, purchase requisitions, budget documents, grant documents, program summary reports, annual reports, vehicle usage reports, maintenance/repair records, performance evaluations, statistical data, or other documents.

Receives various forms, reports, correspondence, revenue reports, grant documents, time cards, leave requests, attendance records, participant medical records, industry data, codes, policies, procedures, user guides, chemical/safety sheets, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a personal computer, general office equipment, exercise/sports equipment, motor vehicle, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, desktop publishing, e-mail, Internet, or other computer programs.

Monitors inventory of department equipment and supplies; ensures availability of adequate materials to conduct work activities; initiates orders for new/replacement materials.

Communicates with supervisor, employees, volunteers, instructors, other departments, vendors, local hospitals, rehabilitation centers, nursing homes, senior centers, program participants, the public, community organizations, outside agencies, the media, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends various meetings as needed.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new programs, methods, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Teaches non-therapeutic classes as needed.

Performs general/clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Therapeutic Recreation, Adapted Physical Education, or related field; supplemented by three (3) years previous experience and/or training that includes recreational/therapeutic program management, community programming, marketing/promotion, supervision, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Possession and maintenance of valid Certified Therapeutic Recreation Specialist (CTRS) preferred. Must possess and maintain valid First Aid and CPR certification. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to determine, calculate, tabulate, and/or summarize data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to perform in a supervisory capacity over subordinate supervisors.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, traffic hazards, bright/dim light, disease, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Revised: October, 2001